

MOTION BY SUPERVISOR DON KNABE

November 18, 2014

In response to my motion from August 12, 2014, the Chief Executive Officer worked with relevant Departments to review the feasibility and fiscal impact of transferring the County Office of Small Business (OSB) and the Small Business Commission from the Internal Services Department (ISD) to the Department of Consumer Affairs (DCA). In addition, they were also asked to analyze the creation of a Small Business Concierge position within that same office, who would act as a single point of contact for small businesses seeking assistance from various County departments.

Their report of October 30, 2014, found that by implementing this transfer and setting up a Small Business Concierge within DCA, the County can improve services to both consumers and small businesses. Understanding the importance of small

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businesses to our local economy, I firmly believe that the County should strive to continually improve services to them wherever possible. This new one-stop office will be a great way to provide current and prospective small businesses with the assistance that they are seeking.

It is also important to incorporate these new services into the name of the Department of Consumer Affairs to reflect the re-branding of the department and also to help small businesses locate the services. Together, all of these actions will greatly improve the assistance that the County delivers to small businesses.

I, THEREFORE, MOVE that the Board of Supervisors instruct the Chief Executive Officer, in conjunction with the Department of Consumer Affairs, to return to the Board within 45 days with recommendations to:

1. Transfer the OSB and the Small Business Commission, including appropriation authority, net County cost, and positions from ISD to DCA;
2. Allocate appropriation authority and net County cost to DCA for the new Small Business Concierge position; and
3. Rename the Department of Consumer Affairs, the Department of Consumer and Business Affairs to appropriately reflect the new services that will be provided.

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